

DAILY PROGRESS NOTE

Purpose: The daily progress note is the building block for quality care and monitoring. The daily progress note should be completed on each shift. The staff member who writes the monthly report uses the daily progress note to incorporate pertinent information. The monthly report is only as good as the information that is contained in the daily progress note.

What else can it be used for? The daily progress note is also used for staff to convey important information about that person to the next shift. It can be used as a check and balance system, for administration of medications, to ensure needed appointments were made for the person, and to ensure that outcomes are being worked on. It is also the place to look for important information on the person to make certain the information is kept current and is incorporated into the Personal Plan.

Information documented on the daily report should be useful and detailed. Words such as “good”, “bad”, “no problems”, etc. should be avoided. These words do not tell the reader useful information. Describe to the reader what “good” is. For instance, instead of _____ had a good day, describe the person’s day and what made the day good. Not just what they did (went to store), but what they did there, (picked out socks, wanted to spend time in the sports section. _____ showed interest in buying a basketball.

The daily progress note satisfies the requirement that the provider maintain daily progress notes (Medicaid Waiver Manual Section 13 page 11; see attached). The note also helps leave a paper trail for any liability issues the agency may experience, or any possible abuse and neglect situations. Finally, the note contains important information about a person to help maintain the health safety and welfare of the person, and to support them in making their life rich and with meaning.